

From: [Dean of the Graduate Division](#)
To: [Dean of the Graduate Division](#)
Subject: Extension of Academic Student Employee (ASE) Appointment Limits
Date: Friday, August 7, 2020 4:59:38 PM

August 7, 2020

TO: DEPARTMENT AND GROUP CHAIRS
DEPARTMENT BUSINESS OFFICERS
GRADUATE ADVISORS
GRADUATE COORDINATORS
CC: TOTAL CAMPUS DEANS
GENERAL CAMPUS ASSISTANT DEANS
FR: JAMES ANTONY, Dean of The Graduate Division

SUBJ: Extension of Academic Student Employee (ASE) Appointment Limits

Dear Campus Partners,

As mentioned in the announcement on July 13, 2020 (below), [UC Provost Brown](#) has temporarily authorized us to grant three-quarter extensions to the Academic Student Employee (ASE) 18-quarter limit for length of service as a Teaching Assistant, Teaching Fellow, Associate In, or Reader on an annual stipend ([APM-410](#)).

GRADUATE COORDINATORS AND DEPARTMENT BUSINESS OFFICERS–To see a list of current ASE quarter counts for students in your programs, use your UC San Diego Active Directory credential to log into this protected document: [ASE Quarter Count as of SP20 Snapshot 2020/08/07](#). Note that there are three tabs:

- **Tab 1:** 18Q Limit Reached SP20 (students on this list have been automatically granted a three quarter extension to the ASE limit)
- **Tab 2:** Potential to Reach 18Q Limit in AY 2021
- **Tab 3:** Total ASE Count as of SP20 - All Departments

Graduate Coordinators should report any errors in this data by Wednesday, August 19th by submitting this form: <https://forms.gle/tAUaE4yPehXWPbaV6>

As a reminder, these ASE extensions allow for additional time and eligibility for employment, but for students who have reached, or soon will reach, support time limit and total registered limit expiration, time limit exception letters are still required to go to Director of Academic Affairs Mary Allen at mallen@ucsd.edu. Please be aware that time limit extensions must be approved prior to appointment as an ASE beyond the 18-quarter limit.

In closing, we recommend that programs use this opportunity to discuss students' academic progress. Our hope is that this ASE time limit extension will help facilitate timely degree completion.

July 13, 2020

TO: CAMPUS DEANS

ASSISTANT DEANS

DEPARTMENT CHAIRS

MSOs

GRADUATE PROGRAM DIRECTORS

GRADUATE PROGRAM ADVISORS

GRADUATE COORDINATORS

WRITING PROGRAM DIRECTORS

FR: JAMES ANTONY, Dean of The Graduate Division

The University of California Office of the President has approved the Chancellors' authority to grant a temporary extension of up to three quarters for matriculated Academic Student Employees (ASEs)* during the quarters/semesters in which instruction is substantially impacted by COVID-19. ([*See the announcement from UC Provost Brown attached.*](#))

Many of you have been writing to inquire about this, and it is important for me to communicate that the majority of our students have not yet reached the 18-quarter limit. To illustrate, university-wide, fewer than 30 students have reached the limit.

We will soon reach out to any affected students and their programs in order to discuss use of the extension. We will also develop a working list of students who will soon be approaching the 18-quarter limit. For students who have reached, or soon will reach, the limit we will want to confirm they have collaborated with their programs to develop a clear plan for making steady progress toward earning their degrees.

Finally, please note that students currently in earlier stages of their programs are not guaranteed eligibility for UCOP's temporary ASE time limit extension. As always, we encourage departments and programs to support early-career students in making steady degree progress so that they might avoid eventually running up against UCOP's 18-quarter limit. Finally, as a reminder, the UCOP extension allows additional time for eligibility of employment but does not provide additional funding.

We continue to appreciate the efforts from all programs to support our graduate students. If you have questions, please feel welcome to contact grademployment@ucsd.edu.

*Students Affected:

- Readers on an annual stipend
- Teaching Assistants
- Teaching Fellows
- Associates